



*University of Alberta Students' Union*  
**COUNCIL ADMINISTRATION  
COMMITTEE**

**Tuesday September 22, 2015**

**6.00pm**

**SUB 6-06**

**AGENDA (CAC 2015-08)**

**2015-08/1            INTRODUCTION**

**2015-08/1a           Call to Order**

**2015-08/1b           Approval of Agenda**

**2015-08/1c           Approval of Minutes**

**2015-08/1d           Chair's Business**

Elect new Chair for the Council Administrative Committee.

**2015-08/2           OLD BUSINESS**

**2015-08/3           NEW BUSINESS**

**2015-08/4           DISCUSSION**

**2015-08/4a           Standing Order Working Copy.**

Please see CAC 15-08.01

**2015-08/4b           Town Halls**

**2015-08/5           CONFIRMATION OF NEXT MEETING DATE**

**2015-08/5a           Next Meeting: Tuesday, October 5, 2015 @ 6.00pm in SUB 6-06.**

**2015-08/6           ADJOURNMENT**

## **COUNCIL ADMINISTRATION COMMITTEE**

(Last Approved - \_\_\_\_DATE\_\_\_\_)

### **1) MANDATE**

- 1) In accordance with Bylaw 100 of the University of Alberta Students' Union, the Council Administration Committee
  - a. has authority to amend, adopt, or rescind the Standing Orders of Students' Council after an initial set of Standing Orders have been adopted by Students' Council;
  - b. shall make recommendations to Students' Council on the structure of Students' Council and its Standing Committees;
  - c. shall oversee the Speaker and the Chief Returning Officer of the Students' Union;
  - d. shall oversee the progress of Students' Council legislative agenda;
  - e. shall recommend to Students' Council a candidate for the position of Chief Returning Office on or before April 15 of each year.
  - f. shall recommend to Students' Council a composition of the Awards Committee on or before April 15 of each year.

### **2) MEETINGS**

- 1) Quorum of the Council Administration Committee shall be three permanent voting members.
- 2) The Council Administration Committee shall hold a meeting, coordinated through the Speaker of Students' Council, before the first meeting of its Students' Council in order to:
  - a. elect a chair from within its voting membership
  - b. set initial standing orders, and
  - c. adopt a meeting schedule.
- 3) Additional meetings of the Council Administration Committee may be called by either the Chair or three permanent voting members of the Committee, provided that:
  - d. every permanent member has received at least seventy-two hours' notice of the meeting, or
  - e. every permanent member consents to the meeting taking place.
- 4) Meeting of the Council Administration Committee may be cancelled by:
  - a. a simple majority vote of the Committee to amend the meeting schedule, or
  - b. the unanimous consent of all permanent members to the cancellation
- 5) Meetings of the Council Administration Committee shall be open to the public, unless the Committee moves *in camera*.

### **3) MEMBERSHIP**

- 1) Should a vacancy on the Council Administration Committee occur, then the Committee shall recommend the nomination of additional member(s) to Students' Council at its next meeting.
- 2) Should the Chair of the Council Administration Committee leave the voting membership of the Committee, the position of Chair shall be considered vacant and a new chair shall be elected at the next meeting.
- 3) The Speaker of Students' Council shall be a non-voting member of the Council Administration Committee.

- 4) All voting members of Students' Council, except for short-term proxies, shall be voting members of the Council Administration Committee.

**4) CHAIR'S RESPONSIBILITIES & DUTIES**

- 1) The Chair of the Council Administration Committee shall be a permanent voting member.
- 2) The Chair of the Council Administration Committee shall:
  - a. arrange for the booking of a meeting room, when necessary, for meetings of the Committee;
  - b. arrange for the preparation and distribution of the Committee agenda;
  - c. moderate debate at meetings of the Committee;
  - d. respond to the questions of members of the Committee in a timely fashion;
  - e. assign duties to members of the Committee, such duties pertaining to the fulfilment of the mandate of the Committee;
  - f. maintain the Standing Orders of the Committee; and
  - g. submit reports to Students' Council, as required.
- 3) Should the Chair of the Council Administration Committee be absent from a meeting of the Committee, the Committee shall then elect an interim chair from within its permanent voting membership for the duration of the meeting.
- 4) The Chair of the Council Administration Committee may be removed from the post of chair by a simple majority vote of the Committee.
- 5) The Chair shall work with the Speaker and Administrative Assistant to ensure the logistical needs of CAC are met.

**5) MEMBER RESPONSIBILITIES & DUTIES**

- 1) The Council Administration Committee may recommend to Students' Council, by a simple majority vote, the removal of any permanent member who is not carrying out his/her duties in contributing to the fulfilment of the mandate of the Committee.
- 2) Members are required to attend all meetings of the CAC.
- 3) Shall be considered present should a proxy be appointed and attends as per Bylaw 100, Section 15-5.

**6) PROXIES / GEUSTS**

- 1) To appoint a proxy to the Council Administration Committee, the member thereof must provide a notice to that effect to the Chair of the Committee:
  - a. stating the name and e-mail address of the eligible member of Students' Council who will serve as proxy,
  - b. indicating the duration of the appointment, and
  - c. that is signed by the appointing member of the Committee or e-mailed to the Chair of the Committee no later than two hours prior to the Committee meeting.

**7) ADMINISTRATION**

- 1) The Administrative Assistant of the Students' Council will:
  - a. Book meeting rooms for meetings of the Committee.
  - b. Book Minute Takers for each meeting of the Committee.
  - c. Structure Agenda's for each meeting based on the Orders of the Day submitted by members of the Committee and any referrals from Students' Council.
  - d. Notify the Committee of Meetings through the Agenda.

- e. Distribute the Agenda and Minutes to members of the Committee.
- f. Ensure paper copies of the Agenda are printed for the Chair to bring to each meeting.

**8) RECORDS**

- 1) The Chair of the Council Administration Committee shall ensure attendance is taken at each meeting of the Committee.
- 2) In the event that a Minute Taker is not present at a meeting of the Council Administration Committee, the Chair shall assign the task of recording the minutes of the meeting to one of the members of the committee.
- 3) Members of the Council Administration Committee may amend their comments in the minutes when the minutes are being approved by the Committee.
- 4) The Chair of the Council Administration Committee shall, after each meeting of the Committee, submit to Students' Council a report including:
  - a. any decisions made by the Committee acting under the authority delegated to it by Students' Council;
  - b. any recommendations made by the Committee to Students' Council;
  - c. any standing orders adopted by the Committee; and
  - d. the last approved Minutes of the Committee.

**9) RULES OF ORDER**

- 1) The Chair of the Council Administration Committee will use his/her discretion in administering an informal style of Robert's Rules of Order to conduct the business of the meeting.

**10) ORDERS OF THE DAY**

- 1) Right of Submission by Committee Members
  - a. Any voting member of the Council Administration Committee may submit Orders of the Day to be considered by the Committee.
- 2) Order of Business for the Council Administration Committee shall be:
  - a. Introduction
    - 1. Call to Order
    - 2. Approval of Agenda
    - 3. Approval of Minutes
    - 4. Chair's Business
  - b. Old Business
  - c. New Business
  - d. Discussion
  - e. Confirmation of Next Meeting Date
  - f. Adjournment
- 3) Deadline for Submission
  - a. Orders of the Day must be submitted to the Chair of the Council Administration Committee and the Administrative Assistant to the Students' Council by noon on the business day prior to the Committee meeting.
- 4) Publishing
  - a. The agenda package for the Council Administration Committee will be published in the following manner:
    - i. an electronic copy will be e-mailed to the Committee members by the day before the meeting, and
    - ii. paper copies will be provided at the Committee meeting.

## 5) Special Orders

- a. The Order of Business notwithstanding, the Chair may designate any Order of the Day a Special Order.

**11) STANDING ORDERS**

- 1) The Standing Orders of the Council Administration Committee may be amended by a simple majority vote of the Committee, with such changes being reported to Students' Council.
- 2) The Standing Orders of the Council Administration Committee do not expire, but shall be reintroduced at the Committee's first meeting.

**12) THE CHIEF RETURNING OFFICER OF THE STUDENTS' UNION**

- 1) The Council Administration Committee shall be responsible for the interviewing and recommendation of a Chief Returning Officer for the next year.
- 2) The Council Administration Committee shall be responsible for overseeing the activities of the Chief Returning Officer throughout the year.

**13) THE SPEAKER OF STUDENTS' COUNCIL**

- 1) The Council Administration Committee shall ensure that the Speaker of Students' Council is seeing to the logistical and procedural concerns of Council.

**14) STUDENTS' COUNCIL RETREATS**

- 1) The Council Administration Committee shall delegate the task of planning and implementing the Council retreats to Discover Governance. All final schedules shall be approved by the Council Administration Committee.

**15) STUDENTS' COUNCIL STANDING COMMITTEES**

- 1) The Council Administration Committee shall review the progress of all Standing Committees:
  - a. at its first meeting in June to ensure that Committees:
    - i. have met,
    - ii. have set a meeting schedule for the first trimester,
    - iii. have adopted a set of Standing Orders, and
    - iv. have set goals and started on their legislated Agenda;
  - b. at its last meeting in August to examine progress during the first trimester;
  - c. at its last meeting in December to examine progress during the second trimester
  - d. at its first meeting in March to examine progress during the last trimester.

**16) COUNCIL OUTREACH FUND**

- 1) The Council Administration Committee shall be responsible for funds designated in the Students' Council budget as Council Outreach.
- 2) Funds marked for member-led initiatives shall be divided evenly among all members of Students' Council following the Fall Term by-election. Funds marked for member-led initiatives shall not be available until after this calculation is complete.
- 3) Neither the Speaker nor members of the Executive Committee shall be included in the calculations done in *Standing Order 18(2)*.
- 4) Funds marked for Council-led initiatives:
  - a. shall be used for projects that involve Students' Council as a whole; and
  - b. shall be disbursed at the discretion of the Council Administration Committee.

- 5) Funds marked for member-led initiatives:
  - a. shall be used for projects that involve an individual member of Students' Council, or a group of individuals of Students' Council; and
  - b. shall be disbursed at the discretion of each individual member, subject to approval from the Council Administration Committee before the funds are used.
- 6) Each member of Students' Council shall indicate, no later than the final Council Administration Committee meeting of the Fall Term, if they intend on using the funds allocated to them. If a member does not indicate this intent by the final Council Administration Committee meeting of the Fall Term, those funds shall be disbursed at the discretion of the Council Administration Committee.

**17) COUNCILLOR SURVEYS**

- 1) The Council Administration Committee shall conduct surveys of Councillors' knowledge, experiences, and perceptions of Council at the beginning and end of their terms.
- 2) The intro survey shall occur within two weeks after the summer Council retreat has concluded.
- 3) The intro survey shall be conducted within two weeks after the Fall Council retreat for Councillors elected in the fall by-election.
- 4) An exit survey shall be conducted in April before Councillors' terms end.
- 5) The Council Administration Committee shall prepare two reports on survey results and present them to Council at the following times:
  - a. The first report shall be presented after the summer survey results are analyzed. The presentation shall include survey results from previous years.
  - b. The second report shall be presented before the end of Councillors' terms. The report shall compare results from all surveys conducted during the year.

**18) CONFIDENTIALITY**

- 1) All members shall ensure the security and confidentiality of sensitive information that comes into their possession by virtue of their membership on the Council Administration Committee.

**Tuesday August 4, 2015**

**6:00 pm**

**SUB 0-48**

**ATTENDANCE**

NAME	PROXY	PRESENT
Bo Zhang		Y
Jared Burton		Y
Victoria Dejong		Y
Donald Ademaj		Y
Kevin Wang		Y
Levi Flaman		Y
Vivian Kwan		Y (Phone)
Cody Bondarchuk		N

**MINUTES (CAC 2015-07)**

**2015-07/1            INTRODUCTION**

**2015-07/1a            Call to Order**

Meeting called to order at 15:59.

**2015-07/1b            Approval of Agenda**

BURTON/ADEMAJ move to approve the agenda.

6/0/0  
CARRIED

**2015-07/1c**

**Approval of Minutes**

FLAMAN amended “ADMAJ” to “ADEMAJ” under item 4e.

ZHANG/FLAMAN move to approve the minutes as amended.

5/0/1  
CARRIED

**2015-07/1d**

**Chair’s Business**

ZHANG reported that no one went to the second councilor event. He planned to go to Fringe festival for August event and he will do a doodle poll to decide. The festival runs from August 13 to 23.

FLAMAN asked about council sweater. ZHANG reported that the design is not finalized. BONDARCHUK will let him know as soon as it is completed. The new logo will be available within one to two weeks.

ZHANG asked KWAN if it is possible to have councilor T-shirt at WoW, so that the sweater can be pushed back as the Council does not need it in September. KWAN will check it out and they will discuss it later.

ZHANG also reported that some people still did not pay for councilor laser-tag event.

**2015-07/2**

**OLD BUSINESS**

**2015-07/2a**

**Radio Show**

FLAMAN have some information about the feasibility of having



radio show on CJSR.

FLAMAN received information from the programme director of CJSR. The only cost involved is from the host. The host has to be a member of First Alberta Campus Radio Association, but the cost has already included in tuition. Before the first show, there is also complete DJ training which takes a few hours.

In terms of production, currently there are not many open spots available. They are Monday 11am to 1pm, 3pm to 5pm, 6pm to 7pm, Tuesday 3pm to 5pm and Sunday 2pm to 3pm. They can do prerecorded show and air it during these times. Discover Governance is willing to offer help with scheduling, interviewing guests and anything they can do.

There are concerns in impartiality. The credibility of the show depends on a neutral host. It is possible that the show will damage the reputation of Students' Union if the show does not run well. There might also conflict of interest as councilors who plan to run for next year will have great incentive to shape the debate in their favour. FLAMAN countered that it is true for a debate type of show, but if the show is informative, such concerns will not apply.

FLAMAN also reported on the number of people listening to CJSR. While there is no data on the terrestrial broadcast, statistics can be polled from the web-based broadcast. According to the programme director there is around 3% of student population listening to the webcast of CJSR.

FLAMAN will solicit ideas for what type of show to put forward: whether the show is informative, debate, or call-in.

ZHANG thinks this is a good idea as most students' unions do this to keep students engaged. But he concerns that it will be a lot of work and take a lot of time to plan out. KWAN suggested doing the show biweekly to have more content each show. FLAMAN commented that this idea is still in early stage so it can be anything. But he suggested to start doing it biweekly to figure out the best time to work for everybody and the preparation work.

ADEMAJ asked about the programme guide. FLAMAN answered that the Fall schedule will not deviate too much from the summer schedule.

FLAMAN added that there will be more government related content

tied in with “Democracy Now” programme. DEJONG suggested reaching out to the programme to ask if they want guests from Students’ Union.

ZHANG suggested FLAMAN to make a quick survey amongst councilors and executives to see anybody want to be a guest and willing to support it in content. ZHANG evaluated that it would be too much work to reach out to a small number of students if there is only a small fraction of students listening to CJSR.

DEJONG commented that the show is fun but there is a lot work. It will be hard to commit when the result is unknown. WANG likes the idea to reach out to students but he thinks radio is not a good medium. He prefers online material. DEJONG agreed with the online content. She suggested having online show, video podcast on SU website as people can leave them on background so that can listen to them while doing other things. ZHANG agreed and thinks it can reach out to more audience as there is no time constraint.

ZHANG would like to see the number of audience of CJSR before the proceeding anything.

**2015-07/2b**

Week of Welcome

ZHANG thinks that it is best for the Council to have a table alongside with street team so that people can have information at the table and the Council can have a point to talk about town halls. The committee agreed to have a table.

Councilors will need to volunteer and sign up for shifts to man the table. The shifts will be in 2- hour block, so there will be 9 shifts in total and councilors need to take at least two shifts.

The committee discussed the time of having the table and decided to do it on Monday, Tuesday and Wednesday.

ZHANG asked KWAN if it is possible to have some swags to give out.. He also asked about ordering T-shirts for councilors who sign up to volunteer at the table. KWAN will bring these issues to the other execs and will get back on Friday.

The table will have a backdrop from SU.

ZHANG asked if they should do street team. DEJONG thinks that if there is a lot shift in table then there will be not enough people to do street team. ZHANG decided to do only the table.

**2015-07/3**

**NEW BUSINESS**

**2015-07/3a**

**Town Halls**

ADEMAJ discussed the specifics of the town halls with the committee. He proposed to do it on Wednesday September 9 at 5pm, but it is subject to change depending on the availability of councilors. There will be different location for different faculties.

He proposed to have individual town hall for larger faculties. But he is not sure about Business and Education as they have student population. He will combine smaller faculties to have one town hall.

He discussed with the Faculty Association of Science and Engineering and they are willing to share the time and space with SU to have town halls. They will split the cost. He will discuss with the FAs of Business, Education and Arts.

In terms of budget, he estimated 25 boxes of pizza to share between the six town halls and it will be \$175 in total.

Some of the councilors concerned in getting people to go to these town halls. He suggested advertising these town halls during WoW, and on campus posting posters and using SUTV, as well as using social media.

Another problem comes from Campus Saint-Jean and Augustana. He will talk to CSJ's councilor while the seat of Augustana is vacant.

ZHANG thinks it is a good idea. He suggested working closely with FAs and go with the date they are having Annual General Meeting. He also suggested to be ready before WoW so that they can be advertised during that time.

ADEMAJ added that for some of the faculties which have vacancy, such as Law and Native Studies, he plan to entice students to run for them during town halls.

In terms of content, there will be presentation by the Council and by FAs and Question and Answer period. ZHANG suggested telling student how to get involved, and informing them about the council internship programme.

BURTON suggested combining Education with Phys Ed instead of Business. ADEMAJ will ask the FAs for combination. FLAMAN suggested splitting up the town halls with 8 seats each. But ZHANG thinks that 6 seats is better as some of the students might think the discussion is not relevant.

ADEMAJ asked about budget. ZHANG thinks that the budget is fine.

ZHANG suggested putting Law, Medical and Pharmacy into one town hall as they are all professional. And the others into another one.

**2015-07/4**

**DISCUSSION**

**2015-07/4a**

Students' Council Survey

Discover Governance wanted the feedback from the committee.

Minor changes include adding a text box for comments, and moving Question 11 before Question 8.

ZHANG asked the purpose of doing the survey. KWAN answered that it is to find out the experience of councilors. DEJONG added that one will be doing in the beginning of the term and another one will be doing at the end of the term to see the responses.

**2015-07/5**

**CONFIRMATION OF NEXT MEETING DATE**

**2015-07/5a**

Tuesday August 18th, 2015 @ 6:00pm in SUB 0-48

**2015-07/6**

**ADJOURNMENT**

**2015-07/6a**

BURTON /DEJONG move to adjourn.

6/0/0  
CARRIED

Meeting adjourned at 18:49.

**SUMMARY OF MOTIONS**

<b>MOTION</b>	<b>VOTES</b>
BURTON/ADEMAJ move to approve the agenda.	7/0/0 - CARRIED
ZHANG/FLAMAN move to approve the minutes as amended.	5/0/1 - CARRIED
BURTON /DEJONG move to adjourn.	6/0/0 - CARRIED